

South Dakota Department of Health

**Pandemic Influenza Community Planning Grant
Phase III – Continued Planning/Exercise/Training**



Planning for pandemic influenza requires the involvement of every level of our nation. Of all the levels of planning, community planning is most crucial because it is at the community level where response measures must be carried out. To be effective, these response measures must have widespread community assistance and support. The purpose of community planning efforts is to ensure a coordinated and effective community response to pandemic influenza with the intent of:

- Limiting the spread of a pandemic within South Dakota;
- Minimizing disease, suffering and death within the community; and
- Sustaining community infrastructure and minimizing the impact to the economy and society.

To accomplish this purpose, the South Dakota Department of Health (SDDOH) is soliciting proposals from communities that are currently participating in Phase I or Phase II planning activities, to further develop local pandemic influenza response plans.

WHO MAY APPLY

South Dakota municipalities, counties, tribal entities, healthcare entities, and community organizations that participated in Phase I or Phase II Pandemic Influenza Planning Grants are eligible to submit applications for continued funding in Phase III.

FUNDS AVAILABLE

Approximately \$135,000 in federal funding is available to assist in the further development of local pandemic influenza control plans. The SDDOH anticipates a July 1, 2008 start date for those entities receiving funding. This is Phase III funding and it is anticipated that additional federal planning funding will be available in the future.

APPLICATION AND SUBMISSION INFORMATION

Prospective applicants are asked to submit a notice of intent to apply for funding. Although a notice of intent is not required and is not binding, it is helpful to the SDDOH in estimating the number of applications which will be received. The notice of intent should be sent to:

Office of Public Health Preparedness and Response
South Dakota Department of Health
600 East Capitol Avenue
Pierre, SD 57501-2536
bill.chalcraft@state.sd.us
rick.labrie@state.sd.us

The SDDOH proposed schedule for awarding grants is outlined below:

Activity	Date
RFP Issued	May 9, 2008
Applications Due	June 13, 2008
Award Notice	June 25, 2008
Start Date	July 1, 2008

Applications should be limited to no more than five single-sided pages, not including cover page and proposed budget. Applications must be received by the SDDOH by June 13, 2008 and should be sent to the address above.

TECHNICAL ASSISTANCE

Questions regarding the request for proposals should be directed to Bill Chalcraft at 605-773-3907 or bill.chalcraft@state.sd.us and Rick LaBrie at 605-773-7377 or rick.rabrie@state.sd.us.

CONTENT AND FORM OF APPLICATION SUBMISSION

Applicants should utilize the following outline for submission of proposals. These are the minimum elements of an application for continued funding of local pandemic influenza planning activities.

Section 1. Cover Page

The first page of the application must be the attached application cover page.

Section 2. Cooperative Arrangements (if applicable)

Please include a listing of additional partners that will be included in the planning efforts. This should be a list of partners that were not included in Phase I or Phase II activities. Preference may be given to those submitting applications with additional cooperative arrangements in the development of community-wide pandemic influenza response plan.

Section 3. Description of Additional Planning Activities

Describe the additional planning efforts required, and how the community planning group determined the need for continued funding in this area. i.e., is the need for continued funding identified as a result of a gap or barrier identified in a table top exercise or a needs assessment. Or, is the gap or barrier as a result of a general understanding that the planning process has taken considerably more effort and time than anticipated and additional planning efforts are required to develop an effective response plan. Please feel free to include an after-action report from any completed exercise, or a copy of your needs assessment to support this Section.

If not accomplished during Phase I or Phase II planning activities, projects are strongly encouraged to consider establishing and developing protocols for the following:

1. Off-site triage facility
2. Alternative care sites
3. Plans to support isolation and quarantine, both in the home and community based.

Section 4. Budget

The application should describe the amount of additional funding requested in each of the following areas, if applicable: Continued planning, exercise, or training.

Funds awarded may be used for the following items:

1. Staff time necessary to support planning activities;
2. Travel for partners to attend planning meetings or trainings;
3. Meeting facilities, materials, supplies, etc.
4. Contractor to assist with plan development and/or needs assessment; and
5. Exercise of local plans.

Funds may not be used for equipment purchases (i.e., computers, printers, copiers, etc.), construction, or purchase of antiviral medications.

Funds will be awarded in one installment, shortly after the SDDOH has made its determinations of awards. It is anticipated that funding will be distributed in July.

EVALUATION CRITERIA

The following criteria will be used by the SDDOH in evaluating proposals:

- **Community Partners**

Applicant has demonstrated involvement of relevant community partners as evidenced by documentation in the quarterly reports. SDDOH will look favorably to community projects that have involved additional community partners in planning activities, or will bring in additional community partners in Phase II activities.

- **Plan Development**

Applicant has demonstrated an understanding of the additional planning activities required for an effective pandemic influenza response plan by documenting additional gaps or barriers to an effective response plan, as a result of conducting exercises or a needs assessment. SDDOH will look favorably to community projects that have established, or have plans to establish an off-site triage facility, alternative care sites and plans to support isolation and quarantine, both in the home and community based.

- **Budget**

Applicant has submitted a realistic budget for the continued development of their local pandemic influenza control plan. All items outlined in the budget are eligible for funding.